



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: PA / APRN DATE OPENED: June 29, 2020

DEPARTMENT: FCHC / Health Department CLOSING DATE: July 13, 2020

If you have any questions about this position vacancy, call: (406) 751 - 8108.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: _____

☒ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per

____ PART TIME

____ SEASONAL

STARTING WAGE: \$ _____ per

SALARY AT:

____ TEMPORARY

____ YEAR STEP: \$ _____ per

____ YEAR STEP: \$ _____ per

____ YEAR STEP: \$ _____ per

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This is a contract position with the wage depending on experience.

This position is for our Addiction Services / School Based Clinic program.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Advanced Professional:	Job Code: 13830
	Nurse Practitioner or Physician's Assistant	
Department:	Health Department	Pay Grade: Contract
Reports to:	Executive Director	FLSA Status: <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary: Under supervision of the Community Health Center Executive Director, provides patient care as an advanced professional nurse practitioner or physician's assistant.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Provide primary medical care, including assessment, diagnosis and treatment of patients
- Order and/or obtain and interpret laboratory and diagnostic tests as indicated
- Address preventative health and public health issues as appropriate
- Refer clients to appropriate resources and document follow-up
- Utilize written protocols signed by the medical director for the performance of activities related to initiation or modification of medical therapeutic regime
- Provide counseling and instruction about related health needs as indicated
- Conduct education sessions for professional, community and client groups as requested
- Share on-call responsibilities with clinical staff

- Work in collaboration with other healthcare providers and agencies to provide, and when appropriate, coordinate services to individuals and families
- Participate in staff meetings and peer review
- Maintain confidentiality of patient information and adherence to HIPAA principles
- Establish and maintain effective working relationships with lay and professional people contacted in the course of work
- Provide services in adherence to Patient Centered Medical Home requirements

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. During the course of work an incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing.

Supervision Exercised:

This position will not supervise staff but may coordinate the work of others.

Knowledge, Skills, and Abilities:

- Principles, methods, and procedures for assessment, diagnosis, and treatment practices related to acute and chronic medical conditions
- Current knowledge of obstetrical/gynecological physical assessments
- Current knowledge of adult, child, and adolescent physical assessment
- Knowledge of current immunization standards
- Current knowledge of initial emergency measures and treatments in such situations as cardiac arrest, shock, hemorrhage, convulsions, and poisonings
- Knowledge of HIPAA confidentiality requirements and practices
- Knowledge of OSHA standards in clinical settings
- Knowledge of community resources for patient referral
- Knowledge of Patient Centered Medical Home model
- Ability to comply with physician direction and to understand written and oral instructions of a technical and professional nature
- Ability to work within the advanced professional role and to recognize when to refer clients to a physician or another health care provider
- Ability to prescribe medications and current knowledge of medication effects
- Ability to accurately record and maintain medical records
- Ability to communicate effectively orally and in writing
- Ability to maintain strict confidentiality of all Health Center and Family Planning matters
- Ability to establish and maintain effective working relationships with peers, other agency personnel and the public

Education/Licensure:

- Master's degree in Nursing from an accredited University School of Nursing and preparation as a Nurse Practitioner or a graduate of an accredited Physician Assistant program
- Possession of a current license to practice as an advanced practice registered nurse or a physician's assistant in the State of Montana
- Possession of nurse practitioner national certification as stipulated by the Montana State Board of Nursing or possession of NCCPA national certification as stipulated by the Montana Board of Medical Examiners
- Certification in BLS
- Possession of current DEA license
- Possession of a Montana motor vehicle operator's license

Experience:

Preference to candidate with at least two years of experience performing the functions of an advanced level clinical provider.

Action
Adopted
Revised
Revised

Date
07/31/08
07/17/18
04/01/19

Reference
Commissioners' Minutes
Commissioners' Minutes
Commissioners' Minutes